

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"**

Position Title: Administrative Research Technician
Position Number: 58107904
Division: Business and Income Tax
Bureau: Administrative
Pay Band/Salary: 3/\$10.33 - \$11.44/hr DOQ
Union: Yes
Location: Helena
Supplement: No
Closing Date: October 3, 2007

The Department of Revenue is looking for an energetic and enthusiastic individual who enjoys the diversity of working in an office environment. To perform successfully as an Administrative Research Technician, you must be self-motivated and have the ability to work both independently and as part of a team. You must possess a strong work ethic and a positive attitude, and enjoy working with, and for, the public. The position requires computer skills and the ability to communicate effectively and respectfully with the public, as well as with your team of co-workers. If your strengths include accurate grammatical, proofreading and editing skills and you possess an adept ability to produce accurate documents and strong attention to detail skills, we encourage you to apply.

Some of the duties of the Administrative Research Technician include conducting basic research and assisting with office audits. The employee in this position is responsible for processing delinquent tax returns, performing account maintenance, responding to basic questions and routing complex questions to auditors, and maintaining audit information on tax computer system. The Administrative Research Technician must deal with the public, by telephone and in written correspondence, in a professional manner.

Candidates must demonstrate basic knowledge of audit/bookkeeping principles; the ability to read and follow state and federal policies and procedures; and be proficient in word processing, spreadsheet, database software applications. The ability to provide timely and effective written, oral and interpersonal communication and to work with taxpayers under adverse conditions to resolve misunderstandings and errors is essential. Applicants must display accurate grammatical, proofreading and editing skills and possess an adept ability to produce accurate documents and strong attention to detail skills.

The knowledge, skills, and abilities required for this position are typically acquired through a combination of education and experience equivalent to high school graduation and two years of work experience in bookkeeping and accounting, one year may be substituted by the completion of college level accounting course work. Other combinations of education and experience will be evaluated on an individual basis. Should an applicant for this position not meet the minimum qualifications a training assignment at a grade lower may be implemented. We will give you all the training and tools you need to be successful.

The State offers great benefits to its employees including three weeks paid vacation, sick leave, medical, dental, and life insurance, and a retirement plan. Optional programs available include vision coverage, disability insurance, and a deferred compensation plan. The department also makes additional training opportunities available to all employees. This is a great career opportunity.

A typical average compensation package for an average salary of \$20,000/yr is:

Wages:	\$20,000.00
Benefits:	\$ 6,684.00
Retirement:	\$ 1,380.00

Total Average Wage Package **\$28,064.00**

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at www.mt.gov/revenue. Phone: (406) 444-9858 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at www.mt.gov/revenue.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with All Appropriate Montana Tax Laws: Specifically, your tax filings must be current.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.